

LHRC- Sub-Committee Meeting
Minutes
Friday, September 27th, 2013
863 Glenrock Road, Norfolk, VA

Board members present

Felicia Sawyer
Trink Dahl-Prince
Joseph Yule

Board members absent

John Winfield

Call to order

The Friday, September 27th, 2013 LHRC meeting was called to order at 9:15 am, Trink Dahl-Prince presiding.

Announcements

No Announcements were made.

Approval of Agenda

A motion was made, seconded and approved to pass the meeting agenda for September 27th, 2013 LHRC Sub-Committee meeting.

Approval of Minutes

A motion was made, seconded and approved to pass the minutes from the Friday, April 19th, 2013 LHRC meeting.

A motion was made, seconded and approved to pass the minutes from the Thursday, August 15th, 2013 LHRC meeting.

Old Business

The committee reviewed the actions taken at the August 15th LHRC meeting in order to be formally voted upon by the full committee.

A motion was made, seconded and approved to confirm affiliation of Mr. Honeycutt's Drug Treatment Center to the Virginia Beach LHRC.

A motion was made, seconded and approved of changes made to the program rules at Highlands Place, a location of the Chesapeake Community Services Board as reviewed during the August 15th, 2013 Virginia Beach LHRC meeting.

A motion was made, seconded and approved of continuing the variance in place at the Chesapeake Community Services Board as reviewed during the August 15th, 2013 Virginia Beach LHRC meeting.

A motion was made, seconded and approved confirming the changes to the program rules at the South Palms Apartments operated by the city of Virginia Beach Department of Human Services as reviewed at the August 15th, 2013 Virginia Beach LHRC meeting.

Membership discussion

Mr. Prost welcomed Ms. Felicia Sawyer as the newest Virginia Beach LHRC.

Mr. Prost noted that the committee officially includes four members; however, Mr. Winfield is unreachable and has not been participating in committee meetings. Mr. Prost explained that with the absence of Mr. Winfield,

the Virginia Beach LHRS is operating on three active members. 100% of committee member attendance must be maintained in order to have quorum. Because of this, the Virginia Beach LHRC would like to recruit more members to the committee.

Mr. Prost announced that Crystal Ferrera, of the VB DHS, is attempting to organize a sub-committee of the providers which will help recruit new committee members as needed.

Closed Session 9:36 am-9:46 am

A motion was made in Executive Session to recommend to the State Human Rights Committee to remove a committee member discussed in Executive Session from the Virginia Beach LHRC due to non-participation. The motion was seconded and approved.

Advocate's Report

Mr. Prost announced that the state is discussing changing the quarterly report form due to the implementation of CHRIS. Mr. Prost explained that the state is attempting to go paperless as much as possible.

The CHRIS system is working to fix problems occurring when ran on Internet Explorer 9 or newer as well as Chrome and Safari.

Freedom of Information Act Training

Mr. Prost provided the committee with updated Freedom of Information Act training. He provided the definition of a public body, explained what type of information is covered by the act, listed the meeting requirements, reasons for closed meetings and telephonic meetings.

Adjournment

With no further business before the c, the Friday, September 27th, 2013 LHRC meeting adjourned at 10:15 am.